

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible and specialized fire department positions, the primary duties of which are assisting in the observation, evaluation, documentation, and implementation of the training and safety procedures for the fire department operations. The Fire Training and Safety Officers are responsible for assisting in the development of related programs and activities, conducting classes for departmental employees and providing related information to the public. The employees of this class have no direct supervision over fire department personnel; however, the incumbents perform functional supervision over departmental employees as it relates to safety procedures and during training. The Fire Training and Safety Officers work with a little supervision, reporting to and having work reviewed by the Chief of Training and Safety.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in the implementation of a training program by conducting classes either in the classroom, at the drill field, or at fire stations during company training in all areas of basic fire fighting, use of fire apparatus, tools and equipment, fire prevention, emergency medical services, safety, hazardous materials and other areas which effects the fire department and public safety. Supervises department employees assigned to assist in or receive training as permitted through the chain of command. Provides assistance to employees and superior officers participating in the training program as directed. Prepares lesson plans, training materials, written tests, and job simulation exercises. Administers and grades training tests. Assists in scheduling training for all department employees as assigned. Maintains a library of training materials.

Assists in the implementation of a safety program for the department. Observes department personnel to determine proper use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing. Demonstrates safety equipment and practices. Observes emergency scene operations to ensure compliance with established safety procedures. Takes charge of all safety procedures during the direction of rescue operations, EMS, first aid and CPR operations, and other areas involving fire personnel at the emergency scene. Ensures implementation of safety activities throughout the department. Inspects specified areas for fire service equipment and other

safety and first-aid supplies. Examines industrial, technical, and scientific publications concerned with safety management.

Participates in the operation of training and safety programs for the department in areas of fire personnel, equipment and apparatus. Assists with monitoring and evaluating local conditions which may become fire or safety hazards. Assists the Chief of Training and Safety in conducting inspections of various divisions and observing operations to evaluate the effectiveness, and correcting or improving problem areas.

Prepares, maintains and completes records and reports required to document the activities of the division. Writes narrative reports on matters concerning the operation of the division. Prepares LFIRS reports. Compiles and organizes data needed for reports. Files records and reports as required.

Supervises the general care and maintenance of assigned equipment and property, testing for the assurance that such meets all applicable standards. Obtains estimates on repair costs for equipment and determines which repair service should be used. Orders, disburses and maintains inventory of supplies and equipment for the training division.

Assists in the preparation of the division operating budget by gathering, organizing and compiling information and data needed in order to submit for the entire departmental budget preparation.

Informs and answers questions from the public about fire department operations by participating in public education programs, talks and demonstrations or distributing literature. Conducts tours of division facilities.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must have at least three (3) years full time experience in fire suppression with a paid fire department.

Must possess IFSAC certification as Firefighter II.

Must possess IFSAC certification as Fire Service Instructor II.

Must possess certification as a Nationally Registered EMT-Paramedic.